Education Record
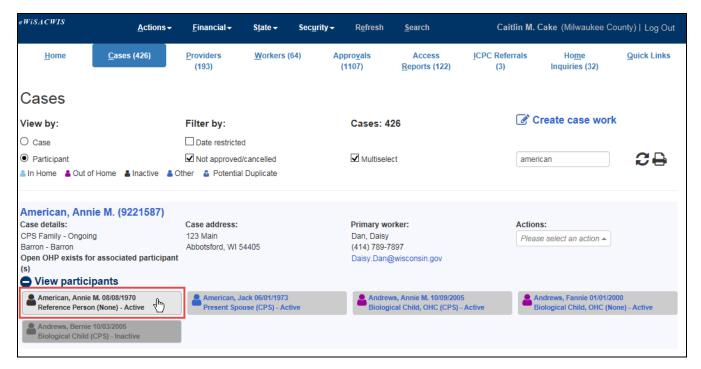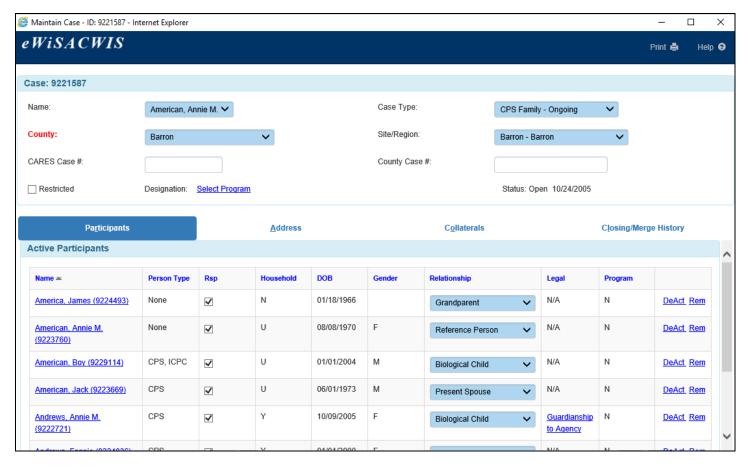
1. From the desktop, there are two ways to access the Person Management page:
   a. Select the Participant View checkbox on the cases tab and expand your case and select the participant to open the Person Management page:
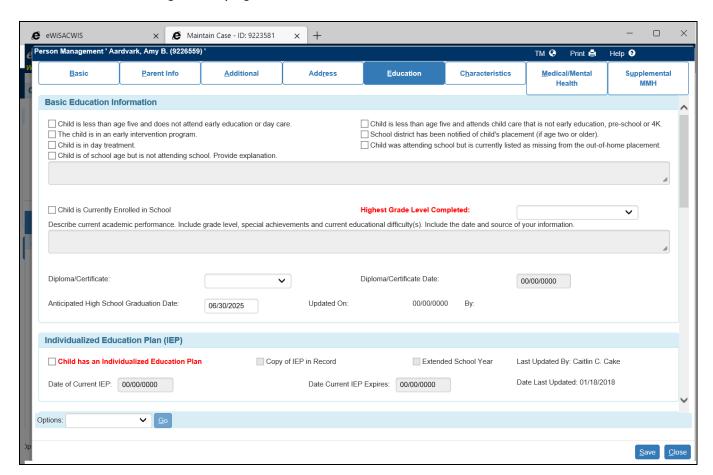

   b. The second is to click on the case name to open the Maintain Case page:

Click on the name of the participant in the Active Participants group box to open the Person Management page.

2. On the Person Management page, click on the Education tab.

3. In the Basic Education Information group box, check the checkboxes that apply to the child's current school situation. These will prefill to the child's Permanency Plan. If you select the checkbox "Child is of school age but is not attending school. Provide explanation," then the narrative below will become enabled and required. If the child is currently enrolled in school, check the associated checkbox (the narrative box will also become enabled and required). Select the child's Highest Grade Level Completed. If the child has received a diploma or certificate, select the appropriate diploma or certificate value from the dropdown and add the Diploma/Certificate Date. If the child is in high school, enter the Anticipated High School Graduation Date. When entered, this will update the 'Updated On' and 'By' fields.

4. If the child has an Individualized Education Plan (IEP), check the checkbox and enter the Date of Current IEP. If the box is checked, this will factor into determining the Eligibility for Extension of Out-of-Home Care on the Transition to Discharge tab on the Independent Living page. The 'Date Current IEP Expires' field will automatically prefill for one year in the future if a Date of Current IEP is entered. If there is a hard copy of the IEP in the file and/or the child is on an Extended School Year, check the appropriate boxes.

If the child is under the age of three and has a Birth to 3 – Individualized Family Service Plan (IFSP), check the checkbox and enter the date of the current IFSP. The details flare identifies what an IFSP is.

If the child is under the age of three the Birth to 3 – Individualized Family Service Plan (IFSP) group box will show an area to document birth to 3 referrals. If the child has a substantiated Assessment an automatic referral will show in this box. There is also an option here to send a manual referral. A worker can only send one referral per day. Referral files are sent nightly and the rows are updated to a sent status. The Create button is only enable when a referral can be sent.

Birth to 3 - Individualized Family Service Plan (IFSP)

☐ **Child has an Individualized Family Service Plan**   ☐ Copy of IFSP in Record   Last Updated By:

Date of Current IFSP: [00/00/0000]   Details   Date Last Updated:

After a referral is created the page will reflect the pending file submission.

Referral Type	Date Created	Referring Worker	County	Status	Date Sent
Manual Referral	10/25/2019	Caitlin C. Cake	Milwaukee	Pending	

If a manual and automatic referral are submitted the same do you would see both types of referrals listed.

Birth to 3 - Individualized Family Service Plan (IFSP)

☐ **Child has an Individualized Family Service Plan**   ☐ Copy of IFSP in Record   Last Updated By:

Date of Current IFSP: [00/00/0000]   Details   Date Last Updated:

Referral Type	Date Created	Referring Worker	County	Status	Date Sent
Substantiated Assessment - Automated Referral	10/25/2019	Caitlin C. Cake	Milwaukee	Pending	
Manual Referral	10/25/2019	Caitlin C. Cake	Milwaukee	Pending	

[Create]

Automatic referrals are displayed here from an approved substantiated Assessment. The automatic referral will also show on the results tab of the substantiated Assessment.

4. Complete the School District Jurisdiction History group box. Select the appropriate values from the dropdowns for the School District of Jurisdiction and Reason for Change. The Start Date, Contact Person, and Phone Number are user-entered fields.

5. On the right side of the School District Jurisdiction History group box are Notify and Delete hyperlinks, as well as an Insert button. The Delete hyperlink will delete the corresponding row. The Insert button will add another row for the School District Jurisdiction History. By clicking on the Notify hyperlink, a new page is launched called the Notification page. Clicking on the Text hyperlink on that page will launch a letter for the case manager to print and send to all appropriate parties. Click on Save and then Close to return to the Education tab.

6. In the School History group box, the Insert button allows you to enter the child's school history. Once Insert is selected, this brings up the Maintain Education History page.

7. On the Maintain Education History page, the School Name is an AJAX-enabled field. Begin typing any part of the school name and eWiSACWIS will attempt to find a match. Selecting a school from the available choices will prefill the School Address, School District, School Type, Program Type, Contact Person, and Phone Number fields. If the school is designated as a Special Education school, the Special Education checkbox will also be automatically checked. With the exception of School Address, all prefilled values can be changed. If you type a School Name that is not found in the eWiSACWIS database, no other information will prefill.

   • Check the Primary check box if this school is the child's primary school.   The Primary checkbox will be disabled if another school has already been indicated as the primary.
   • The 'Reason for changing to this school:' dropdown will only appear if a new primary school is entered for the child.

- Enter the Student ID, Program, Specialized Programs, and Current Grade Level.
- If the Special Education checkbox is selected, the corresponding dropdown field will become enabled and required.
- If you select "No" to the question, "Is this grade level where the child should be (do not include a child who voluntarily begins kindergarten at age 6)?" a new question appears with a required dropdown asking for the primary reason for the child not being on grade level. If you select "Other" from the dropdown, a narrative box displays to enter comments.
- Start Date and End Date are user-entered fields. If you enter an End Date, the Completion Status dropdown will be enabled for selection.
- Click Continue when finished.

8. The information entered on the Maintain Education History page will populate into the School History group box. On the right side of the School History group box are Delete, Edit, and Copy hyperlinks, as well as an Insert button.
- Click on the Delete hyperlink to delete the corresponding row.
- Click on the Edit hyperlink to open the Maintain Education History page and make updates to the education record.
- Click on the Copy hyperlink to quickly create a copy of the current record. As an example, this

feature could be used to document if the child has moved on to the next grade level, but is still enrolled in the same school.

- Click on the Insert button to document a new school.

10. In the Education Passport group box, click on the Insert button to create a new Education Passport. An Education Passport can also be created via Create Case Work > Education. If one is pending, you will need to complete the pending one prior to creating a new one.

11. The Education Passport page prefills with the child's demographic information, school information, agency contact info, and parent/guardian information. The page will prefill with the Student in Care radio button selected. If applicable, select the Student Exiting Care radio button. This will remove the Out of Home Care Provider group box and display an Exiting Information group box at the bottom of the page.

> **Note**: When the Education Passport is accessed from the outliner, the student's name will be a hyperlink taking you to Person Management. A Modify link will also appear in the the Education Information group box taking you to Person Management. To access Person Management when creating an Education Passport via Person Management, simply save and close the page.

Education Passport   TM 🌐   Print 🖨   Help ❓

Basic

Student Name: Andrews, Annie M. (9222721)   Gender: Female   Birthdate: 10/09/2005   Age: 14

☐ Display Preferred Name: Cell Phone: [ ]   Email: aandrews@gmail.com

☐ Completed   Date Form Completed: ● Student in Care   ○ Student Exiting Care

Education Information

Current School: Current Grade:

Current School District: Student has an individualized education plan (IEP): No

Specialized Program(s):

Is this a school transfer? If yes, from what school?: ● Yes ○ No

Name of School: Milwaukee German Immersion

School Address: 3778 N 82nd St - Milwaukee, WI 53222-2999

School District: Milwaukee Sch Dist

Child Welfare Agency School Contact

Agency Name: Milwaukee-Admin   Address: 1555 N. River Center Drive Suite 220, Milwaukee, WI 53212
Caseworker: Dan, Daisy Search   Email: Daisy.Dan@wisconsin.gov   Work: (414)789-7897   Cell:
Supervisor: Cake, Caitlin C. Search   Email: chris.santoslang@wisconsin.gov   Work: (123)456-7890   Cell:

Out of Home Care Provider

Search

Provider/Parent 1:   Provider, Female   Parent 2:   Provider, Male

Street Address: 123 Main Street   Cell Phone: [ ]

WI City: [▼]   Email: [ ]

City: Milwaukee

Options: [▼] Go   Save Close

12. The Basic group box prefills with the child's demographic information. Checking the Display Preferred Name checkbox prefills the child's Nickname if one is documented on the Additional tab of Person Manangement. Cell Phone and Email are user-enterted fields and will copy over to subsequent Education Passports. Selecting the Completed checkbox and saving the page will run the required edit checks. If all edit checks are passed, the page will freeze and the current date will prefill in the Date Form Completed field.

> **Note:** Launch, export and save the template prior to checking the completed checkbox. In some instances the provider's address does not display on the template after the checkbox is completed. The address will always appear on the on-line page.

13. The Education Information group box prefills the Primary school information documented in the School History group box on the Education tab of the child's Person Management page. Select the 'Yes' radio button if the child is transferring from a different school. A list of schools will

appear in a drop down once you begin typing the school's name in the Name of School field. The School Address will then prefill.

14. The Agency Name and Address, primary Caseworker, and the primary Caseworker's Supervisor prefill to the Child Welfare Agency School Contact group box. Select the Search hyperlink to search out a different worker. To make updates to the email address, cell and work phone, a supervisor can go to the Maintain Worker Information page accessed via Maintain > Worker.

15. If a child is currently in an approved out of home care placement, the Provider name, address, and contact information will prefill. Select the Search hyperlink to search out a different provider, or enter the information manually. If the provider is a Private Provider, the Parent 2 section will be blank, and the Primary Facility Contact, Phone, and Email will prefill from the Primary Contact field on the Private Provider page. If the provider is a Home Provider, the Phone field will prefill from the Provider's address record, and the Email and Cell will prefill from the Additional Contact Information group box on the Home Provider page. The Primary Facility Contact should be left blank in a Home Provider scenario.

Out of Home Care Provider

Search

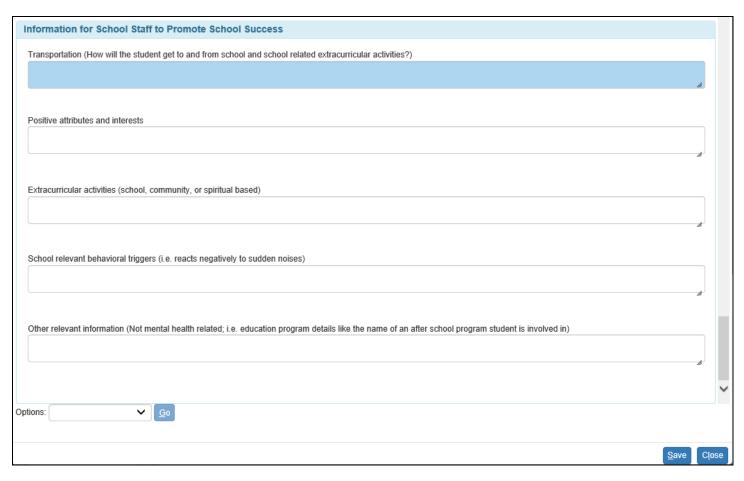|			
Provider/Parent 1:	Provider, Female	Parent 2:	Provider, Male
Street Address:	123 Main Street	Cell Phone:	
WI City:	Amery, 54001 ˅	Email:	
City:	Amery		
State:	WI ˅ ZIP 54001		
Primary Facility Contact:			
Phone:	(608)266-5642 Cell Phone:		
Email:			

16. In the Parent(s)/Guardians(s)/Custodians(s) group box, Parent 1 and Parent 2 will prefill if they're linked to the Parent Info tab on the child's Person Management page. Select the parent's hyperlink and go to the Address tab to update their address, phone, email, or cell phone. Guardians, Indian Custodians, and Legal Custodians will also appear in the group box if linked on the Parent Info tab. Select Yes or No to the question regarding any limitations on interactions with parents, guardians, or other individauls. If Yes, enter an explanation in the narrative box.

Parent(s)/Guardian(s)/Custodian(s)

Parent 1: American, Annie M. 123 Main Street, Madison, WI 53701

Phone: (608)123-1234 Cell: (608)789-7897 Email: annieamerican@gmail.com

Parent 2: American, Jack

Phone: Cell: Email:

Are there any limitations on interaction with a parent, guardian, or other individual that would apply in a school setting? ● Yes ○ No
If yes, please explain (i.e. court orders such as no-contact orders, orders for supervised family interactions).

17. The last group box is a series of narrative questions to help promote school success. After entering the information, select Education Passport under Options and select Go. This will launch the Education Passport template.

Information for School Staff to Promote School Success

Transportation (How will the student get to and from school and school related extracurricular activities?)

Positive attributes and interests

Extracurricular activities (school, community, or spiritual based)

School relevant behavioral triggers (i.e. reacts negatively to sudden noises)

Other relevant information (Not mental health related; i.e. education program details like the name of an after school program student is involved in)

Options: [▼] Go

Save Close

Education Passport

Use of Form: Whenever a student enters care, changes placement, or exits care, child welfare workers are advised to share the Education Passport form to school staff for the purpose of sharing information to support the educational success of the Student. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Basic Information

Date Form Completed:		Date of Exit:	

☒ Student in Care   ☐ Student Exiting Care

Name - Student	Birthdate - Student	Student ID
Andrews, Annie M.	10/09/2005	
	Age	Cell Number
	14	
	☐ Male ☒ Female	Email Addess
		aandrews@gmail.com

Education Information

Current School	Current School District	Current Grade

Point of Contact: https://dpi.wi.gov/foster-care/foster-care-point-of-contact

☐ Yes ☒ No	Specialized Program(s)	If yes, what program(s)?

☒ Yes ☐ No	Is this a School Transfer?	If yes, from what school and district?
		Milwaukee German Immersion - 3778 N 82nd St - Milwaukee, WI 53222-2999 - Milwaukee Sch Dist

☐ Yes ☒ No	Individualized Education Plan (IEP)	

Child Welfare Agency

Agency Name	Agency Address	
Milwaukee-Admin	1555 N. River Center Drive Suite 220, Milwaukee, WI 53212	
Name - Caseworker	Office Number	Email Address
Dan, Daisy	(414)789-7897	Daisy.Dan@wisconsin.gov
	Cell Number	
Name - Supervisor	Office Number	Email Address
Cake, Caitlin C.	(123)456-7890	chris.santoslang@wisconsin.gov
	Cell Number	

Out of Home Care Provider

18. Closing the Education Passport page will return you to the Education tab. Select Edit to re-access the Education Passport.

19. If a student is leaving out of home care, select the Student Exiting Care radio button. This will remove the Out of Home Care Provider group box and display an Exiting Information group box at the bottom of the page.

Education Passport   TM 🌐   Print 🖨   Help ❓

Basic

Student Name: Andrews, Annie M. (9222721)   Gender: Female   Birthdate: 10/09/2005   Age: 14

☐ Display Preferred Name: Cell Phone: Email: aandrews@gmail.com

☐ Completed   Date Form Completed: ⦿ Student in Care   ◯ Student Exiting Care

Education Information

Current School: Current Grade:

Current School District: Student has an individualized education plan (IEP): No

Specialized Program(s):

Is this a school transfer? If yes, from what school?: ⦿ Yes ◯ No

Name of School: Milwaukee German Immersion

School Address: 3778 N 82nd St - Milwaukee, WI 53222-2999

School District:

Options: Education Passport ⌄   Go

                   Save   Close

20. Select a value in the 'Student resides with:' dropdown to indicate who the student will be living with. The values available are those that display in the Parent(s)/Guardians(s)Custodians(s) group box. In the below screen shot both parents are selected. There is also an option to choose just Parent 1, just Parent 2, or Other. Select Edit next to the Name field to go to the Person Management page. If a name is not displaying, go to the Parent Info tab on the child's Person Management page and search out the appropriate person.

> **Note:** If the child has been TPR'd, Parent 1 and 2 will not be available for selection. Instead, possible selections will be guardians, custodians, and any documented out of home care provider.

Exit Information

Student resides with: [American, Annie M. and American, Jack ▼] Date exited out of home care: [00/00/0000]

Name: [American, Annie M.] Edit

Street Address: [123 Main Street]

WI City: [▼]

City: [Madison] State: [WI ▼] ZIP: [53701]

Phone: [(608)123-1234] Cell: [(608)789-7897]

Email: [annieamerican@gmail.com]

Name: [American, Jack] Edit

Street Address: [ ]

WI City: [▼]

City: [ ] State: [▼] ZIP: [ ]

Phone: [ ] Cell: [ ]

Email: [ ]

Notes about student's living arrangement (i.e. 50/50 custody with mother and father)

[ ]

Options: [▼] [Go]

[Save] [Close]

21. The Education Passport displays on the outliner under the Education icon.